

**Fig. 1**

200

210

File Edit View Insert Tools Help

Company Billing ← 220

Report number 250

Name 230

Code 240

Action

Comments 250

Help?

Help?

Help?

Help?

200

210

File Edit View Insert Tools Help

Company Billing ← 220

Report number 250

Name 230

Code 240

Action

Comments 250

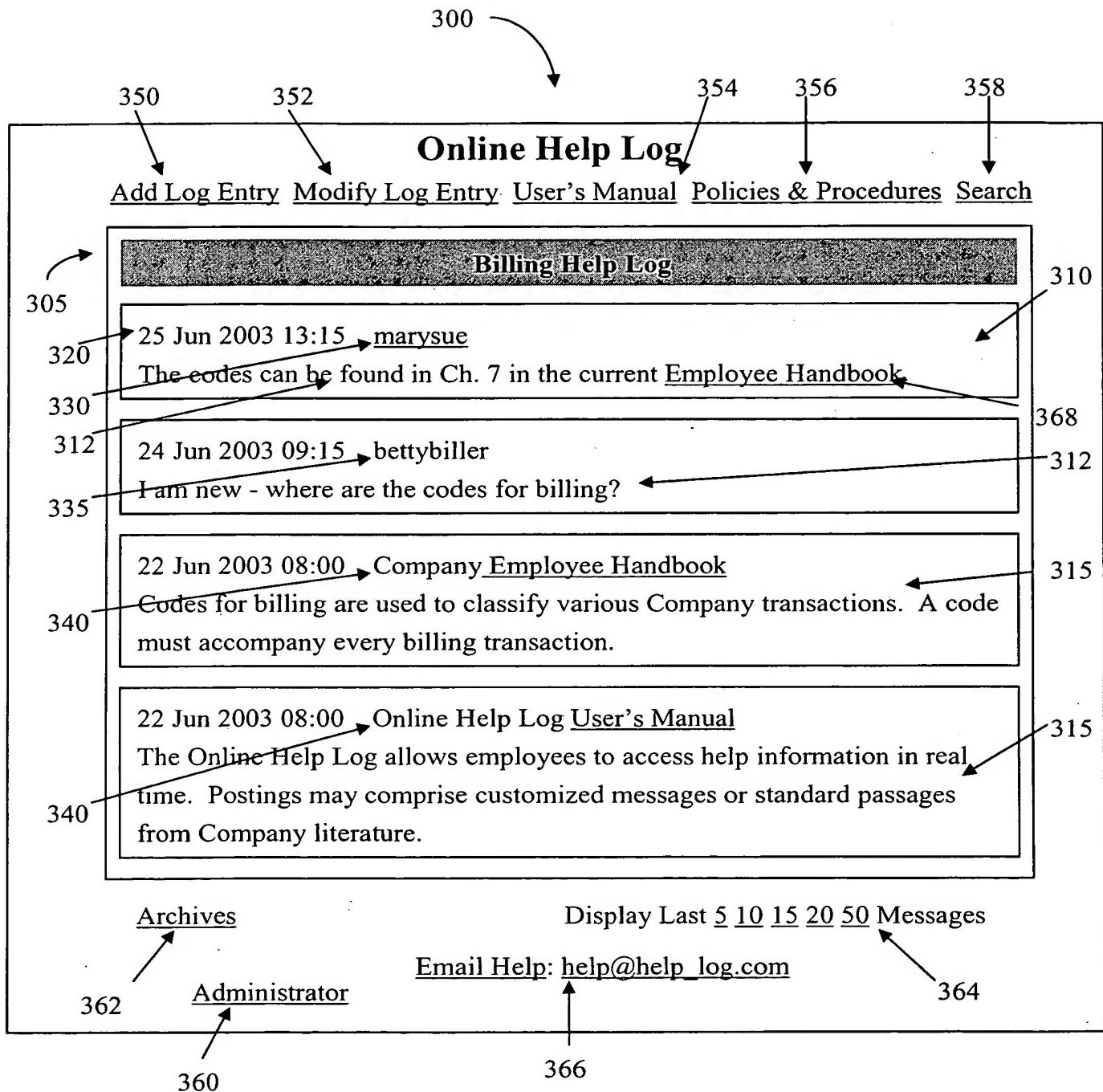
Help?

Help?

Help?

Help?

Fig. 2



**Fig. 3**

400

**New Log Entry**

Type comments below:

410 → John knows about billing, x. 7320, or see the Employee Handbook

420      425

Automatically delete?

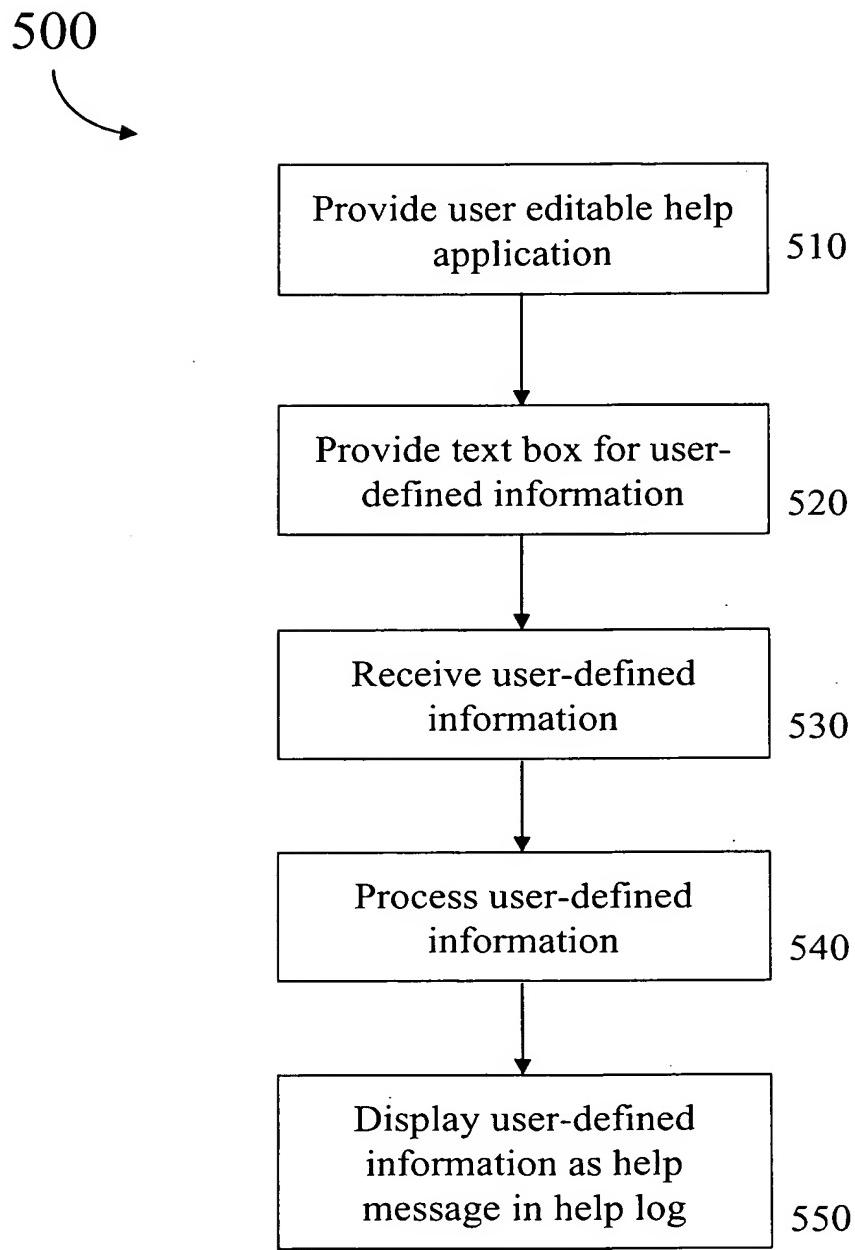
430      No

Yes  on  (mm/dd/20yy)

460      450      440

**Fig. 4**



**Fig. 5**